
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC
COUNTY MANAGER: SM
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SUBJECT: ON-THE-JOB INJURIES

I. PURPOSE: To establish a uniform policy and procedure regarding the reporting and payment of leave time for on-the-job injuries.

II. POLICY:

- A. An employee is required to immediately report, any injury or illness incurred on the job during the course of employment with the County. The employee's supervisor must be notified and a written report of the incident must be filed with the Human Resources Division. Failure to report such incidents can result in a violation of legal requirements and can result in difficulties in processing insurance and benefit claims. The County carries Worker's Compensation coverage and will assist employees to obtain all benefits to which they are legally entitled. Upon acceptance of the claim, the County's Workers' Compensation carrier will pay an injured worker 66-2/3% of the employee's average weekly wage, while absent if the employee is absent due to the injury for 5 or more work days, but no more than 100% of the effective average weekly wage per NRS provisions. The payments will be retroactive to the first day of the injury. In order to receive the 1/3 balance of their regular pay, the employee may utilize their sick leave hours by completing an Authorization to Reduce Sick Leave form with the Human Resources Division. An employee may request annual or compensatory time be donated to them by employees, if the requesting employee does not have any accrued leave. Employees may donate accumulated annual or compensatory leave hours to a specific employee who has requested additional leave time pursuant to Douglas County Administrative Policies and Procedures 200.37.
- B. If an employee elects to utilize his/her accrued sick leave to continue full regular pay from the County during an injury leave, any Worker's Compensation TDI benefits (other than reimbursement for medical/hospital/drug expenses or award for permanent partial or total disability) received must be first remitted to the County.
- C. If an employee is absent from work 1-4 full work days due to a work-related illness or injury, the employee shall utilize accrued sick leave hours to continue pay, except as otherwise specified in association agreement. An employee may

request annual or compensatory time be donated to them by employees.

Employees may donate accumulated annual or compensatory leave hours to a specific employee who has requested additional leave time pursuant to Douglas County Administrative Policies and Procedures 200.37 if the employee does not have any accrued sick leave to utilize during the 1-4 day period.

If the employee is absent due to the injury for 5 or more work days and receives workers compensation payment retro-active to the first day absent, the workers compensation check must be signed over by the employee to the County, and the equivalent number of sick leave hours, for those 5 days, will be reinstated to the employee's account.

- D. The amount of sick leave benefit paid to the employee for any pay period will not exceed the difference between his/her normal salary and the amount of any benefit received, exclusive of reimbursement or payment of medical or hospital expenses for that pay period.
- E. It is the Supervisor's responsibility to ensure that all required paperwork and information is filed in a timely manner with the Human Resources Division on the employee's behalf. Failure to do so may jeopardize the employee's prompt payment of said benefits and paid leave.
- F. An employee may decline to use any part of the sick leave benefit normally payable to him/her while receiving worker's compensation benefits. During that time period, the employee shall be considered on PACT leave (leave of absence without County pay).
- G. It shall be the responsibility of the Human Resources Division to administer and coordinate all workers' compensation claims.
- H. A person applying for a position as a peace officer, firefighter or emergency medical technician, shall not use tobacco or tobacco products and shall verify nonuse. A person who uses tobacco or tobacco products, will not be offered employment in any position involving public safety.
- I. DEFINITIONS AND REQUIRED FORMS:
 - 1. PACT: Public Agency Compensation Trust.
 - 2. Worker's Compensation Incident: Any injury or occupational illness incurred during the course of employment with the County.
 - 3. Alternative Service Concepts, LLC.: The County's worker's compensation carrier through PACT.
 - 4. C-1 Form: Notice of Injury or Occupational Disease Incident Report.

5. C-3 Form: Employer's Report of Industrial or Occupational Disease.
6. C-4 Form: Employee's Claim supplied and issued by physician.
7. Form 529: Authorization to reduce Sick Leave.
8. Form 521: Employee's Industrial Injury checklist.
9. Form 528: Supervisor's Industrial Injury Checklist.
10. Employee Time Sheet: Copy to be sent to Payroll.

III. PROCEDURES:

- A. An employee is responsible for reporting any injury or illness incurred on the job during the course of employment with the County to a supervisor immediately or as soon as possible. A written C-1 report must be completed and filed with the Human Resources Division within 24 hours of the incident occurring; or, if it occurs on a weekend, no later than the following Monday morning; unless the employee is physically unable to do so.
- B. If or when the employee feels they may need medical treatment, the C-3 form should be completed and sent to the Human Resources Division. Employees should use the County's designated physician(s) or hospital(s) for treatment.
- C. The employee must inform the treating physician that the injury is work related. The doctor's office will complete a C-4 form at the time of the first visit. This form must be faxed or immediately forwarded to Human Resources.
- D. A copy of the employee's Time Sheet should be forwarded to Payroll (see attached samples) along with the Attendance Report.
- E. A Medical Release form is required from the doctor for any time off work due to the injury. The form should state the date of the first day off work and the estimated date the employee will return to work.
- F. A Return to Work release is required prior to an employee returning to full duty. If the Return to Work Release indicates light duty only, the physician must specify all work restrictions. Prior to returning to regular full duty, the employee must present to Human Resources a written release from light duty issued by the treating physician.
- G. If the leave results in an absence from work in excess of 5 work days, all hours absent will be designated as an FMLA leave, and listed in the PACT column of the employee's time sheet.

IV. RESPONSIBILITY FOR REVIEW: The Human Resources Manager shall review this policy as needed or at least once every 5 years.